

M E M O R A N D U M
Office of the County Administrator

TO: Board of County Commissioners

FROM: Thomas J. Willi
County Administrator

DATE: December 6, 2005

SUBJECT: County Divisions' Monthly Activity Report for November, 2005

MONTHLY ACTIVITY REPORT – NOVEMBER, 2005

KEY WEST AIRPORT

- Dealt with the aftermath of Hurricane Wilma. Continued with damage assessments, clean up and repair of the Terminal Building, airside and landside structures.
- Addressed Leadership Monroe concerning airport issues at their Marathon meeting.
- Continued to plan the new McCoy Terminal Complex at the airport, working with architects, engineers, and airport tenants.
- Met with the FAA in Orlando to discuss funding (both emergency and annual) and Key West and Marathon airside issues.

HOUSING & COMMUNITY DEVELOPMENT AND
MARATHON AIRPORT

- Recovery activities associated with Hurricanes Katrina, Rita and Wilma are continuing at Florida Keys Marathon Airport and within the Emergency Communications Department.
- Public Service Announcements (PSAs) regarding the operational status of Florida Keys Marathon Airport in the aftermath of Hurricane Wilma appear on the County's Website and Channel 76.
- Activities associated with the transition of the Emergency Communications Department to the Monroe County Sheriff's Office are on-going.

EMPLOYEE SERVICES

Website updates (other than normal position vacancy updates, etc.):

- Page was updated to no longer reflect "Management Services" which also included "OMB" – *now a division.*

- Human Resources: Updated 11 new job descriptions, deleted 6 old job descriptions, added 3 revised forms.
- Benefits: Page now reflects new vision carrier's (Eyemed) information.

Turnover numbers to date:

November turnover: .18%

Turnover for year (jan – nov): 12%

November			
Resignations: none	Terminations: 1 (paygrade 3)	Retired: none	Deceased: none

Activities:

- IAFF meeting regarding contract finalization held on November 29th.
- New vision carrier – “Eyemed” employee provider cards mailed to all employee homes on November 18th.
- Medicare part d notices sent to retirees and all employees (deadline to provide was November 15th).
- Met with Rick Capizzi (and Paul Hebert) of Gallagher benefit services, and discussed the county's outdated benefits plan document (1996) and the changes/updates which need to be made.
- Met with Dent Pierce, PW Division Director and drafted an incentive program for employees to be trained to possess a CDL and transport citizens out of county in the event of a disaster. Draft sent to county administrator for review.
- Open enrollment for changing health benefits ends November 30th.
- EEO Coordinator is working with Paul Clayton, City of Key West Training Director, to schedule and provide training (at no charge) to County employees on 'how to respond to disabled people visiting the workplace'.

COMMUNITY SERVICES

- Helped with taking registration forms for the temporary RV housing.
- Attending 3 days training and certification workshop on Conducting Workplace investigations.

- Set up negotiating session with the Firefighters to finalize contract.

Libraries

Website Update:

- Subscription database usage was 720% above that of last year. This increase is due to the new online resources we are providing our customers and publicity efforts from our website.
- 4875 PC sessions were provided to the public during the month. This is a 7% decrease from the previous month, attributed to fewer service days.
- Use of the Horizon Information Portal (searching, renewals, requests) increased 6.6% over the last year's usage. So while the public was unable to visit the libraries in person, they did search our resources from home/office.
- In October, the Library page link was second only to the County emergency news page, according to VTH statistics.

Activities and Events:

- Hurricane Wilma took its toll on Library events, just as it did all County activities, causing a drop in service statistics and cancellation of programs.
- A reporting system for books and other Library materials lost to hurricane damage was implemented to track the monetary loss incurred.
- The Library branches functioned as distribution centers for trailer applications, for County residents whose homes had become uninhabitable due to storm damage.
- Circulation was down by 15% county-wide compared to the previous year. This decrease was due to 5-8 fewer service days in the Library branches—a by-product of Hurricane Wilma.
- The Libraries welcomed 26,163 customers for the month.
- 299 new library cards were issued.
- The Library Administrator met with Monroe County Public School teachers and administrators this month to discuss our partner project, "Ties that Bind." This project delivers historical, digitized resources from the Library's archives to Middle School and High School students for a new local history and geography curriculum. See http://www.monroecounty-fl.gov/pages/MonroeCoFL_Library/tiesthatbind

Extension Services

Marine

- The Marine agent was an invited participant at a Gulf of Mexico Fishery Management Council meeting in Fort Walton Beach to review the Scientific and Statistical Committee recommendations on a proposed red snapper individual fishing quota management plan (IFQ). The IFQ is designed to halt the economically disruptive derby fishery and has the support of the majority of Gulf red snapper fishermen.
- Met with the Monroe County Commercial Fishermen board of directors to discuss trap cleanup and proposed fundraising efforts at Goombay and Fantasy Fest, as well as the Florida Keys Seafood Festival to be held January 21st at Bayview Park in Key West.
- The Marine agent attended a South Atlantic Fishery Management Council public hearing in Key West on a set of proposed changes to set a commercial 10-fish trip limit and a 1-fish recreational bag limit for snowy groupers taken in the South Atlantic.
- Doug participated, with Tony Iarrocchi and Ralph Boragine, in a press conference in Miami held by Congresswoman Ileana Ros-Lehtinen and Congressmen Lincoln Diaz-Balart and Mario Diaz-Balart that highlighted the damage caused to the South Florida commercial fishing industry by Hurricanes Katrina, Rita, and Wilma.

4-H

- The SOS team in the upper Keys participated in the Island Jubilee festival by promoting 4-H projects and the American Red Cross. They also collected money for the American Red Cross measles initiative. Several members participated in a health fair at Ocean Reef where they shared hurricane preparedness materials and promoted 4-H projects.
- The 4-H agent attended the Green Living and Energy Education (GLEE) meeting held in Marathon. She will be part of the advisory committee after this group forms a 501(c) 3.
- The 4-H agent attended the National Association of Extension 4-H Agents conference in Seattle during the first week of November. Approximately 1500 4-H professionals from the United States attended this annual conference. Kimberly will be serving on two programming task force committees as a result of her attendance at the conference. She will serve on the school age child care programs and the GPS/GIS programs committees.

Horticulture

- Kim Gabel was awarded a \$5000 UF/IFAS Integrated Pest Management grant for a team project to develop, write and publish a management guide of "Exotic and

invasive insect pests of ornamental and landscape plants in south Florida” for the homeowner, landscaper and nurserymen.

- Educated fifty people about proper plant selection and planting care at the Marathon Tree Initiative.
- Kim awarded two Marathon Master Gardeners with a statewide Master Gardener demonstration garden award.
- Held one Key West, Marathon, Big Pine and two Key Largo Plant Clinics.

Transportation

- Transportation is continuing to offer free transportation through the end of the year because of the effects of Hurricane Wilma. Potential clients will need to register with transportation and schedule their trips through the Reservations office at 292-4424. We have had a great response to this offering and hope that it translates into an increase in future business for our program.
- Special Needs clients continue to call in with their needs. We are referring them out to all the appropriate agencies for assistance.
- We are now taking information for people who need assistance with outside debris removal. The information needed to see if they qualify for assistance is name, address, phone number, age, and why they are in need of assistance. For example: Are they handicapped? Are they financially unable to handle it themselves? Are they Frail or Elderly? Once this information is taken a “Right of Entry” form will be sent out to the needy party and once signed and received back into this office the information is then forwarded to the appropriate party for referral to the contractor. We have had a very positive response and to date there are thirteen people who are in various stages of receiving assistance. If you know someone who would benefit from the assistance please contact Anna Haskins, Special Needs Coordinator – 292-4591 or county ext 4591. You may also fax your list to 292-4411.
- The last of our Special Needs Hurricane Evacuees who lost homes were placed on November 3rd, 2005. Both couples had extensive damage at their residences and were not able to return home. By working with the Key West Convalescent Center and LKHS we were able to get one person admitted into Nursing Home Care and the wife of that client was taken in by family members. The other couple did not need as much health assistance and we were able to arrange placement at one of the family member’s condo units. Transportation picked them up and delivered them home.

Welfare

- The month of October's Hurricanes kept our department busy through November. In preparation for Hurricane Wilma, Social Services assisted transportation in calling the special needs client list to arrange evacuation, and in early November our department helped re-call these clients to see if they were o.k., or needed any particular services.
- Like others in hurricane Wilma, our Sr. Administrator, Susan Hawxhurst lost most of her belongings and her home was severally damaged by Hurricane Wilma. Thanks to the county, she has been provided with a temporary trailer to help her get readjusted.
- Between the month of October and November, Social Services had a tremendous overflow of clients in need with electric, rent, prescriptions and referrals, due to loss of jobs, cars, and housing. Approximately 160 clients got electric assistance totally more than \$22,203.00 during this period.
- The social workers in Key West were given an office pizza party as a token of appreciation for all their continued hard work, and what they have done during these stressful months.
- The Upper Keys office provided Thanksgiving dinners to fifteen families.

Bayshore Manor

- Bayshore Manor residents moved from the DJJ building to the LFKMC on November 1, as Bayshore was flooded and had wind damage from Hurricane Wilma. The hospital was there for us in our time of need and negotiated a very fair lease and welcomed us into their facility.
- Bayshore Manor flooded with 6" of water throughout the building. An outside contractor was hired to de-humidify, dry and clean all of the floors. The living room and office carpets were removed and asbestos was found beneath the carpeting. Another contractor was retained to remove the asbestos and install linoleum flooring. Mold and asbestos testing were completed with satisfactory results. The state of Florida Dept. of Health Residential Group Care Inspection Report was completed on November 29, 2005 and stated that our residents could return to Bayshore Manor. The residents were thrilled to return to Bayshore Manor that day to find that the majority of their possessions were intact.
- Bayshore Manor lost the following items: Appliances, Computers, 52" large-screen TV, Furniture, 10-Ton Air-Conditioning Unit on the women's side, Food totaling \$1,000.00, Porch screens, Damaged front and back gardens and a Piano.

Nutrition/In Home Services

- Seven performances by local artists and intergenerational concerts with children from the Big Pine Charter School were conducted at the Plantation Key, Marathon, Big Pine and Key West Nutrition Sites.
- Post-Hurricane Wilma well being checks continued on clients who were displaced and or evacuated. Additional shelf-stable meals were available as necessary.
- All four of the Nutrition Sites had successful Thanksgiving Celebrations. All clients received a take-home Turkey dinner.
- Flu shots were provided at all Sites by Visiting Nurses of the Keys. Older adults with Medicare Part B received the vaccines at no cost. The program was open to all-older adults and people with respiratory problems in the Keys. County employees also participated in some locations. Participation was good.
- Ms. Brawnley Stanford of Stetson University Law Department in Southwest Florida provided an excellent program on consumer fraud at all the sites. The information and presentation were excellent and of great use to elders, especially since the hurricane.

GROWTH MANAGEMENT

- Continued Safety Inspections/Damage Assessment for damage from Hurricane Wilma.
- Held debriefing, documented information and changes/improvements for damage assessment/safety inspections for next years Hurricane Season.
- Continued efforts for Marine debris and derelict vessel removal due to Hurricane Wilma.
- Coordination with Keys Energy to address the issue of power outages due to sailboats colliding with high voltage power lines at Pine Channel.
- Coordination with State Parks and private marinas for operation and dockage of County Pump Out boat.
- Working with DCA to map out Special Protection Areas throughout the Keys.

EMERGENCY SERVICES

- Continued recovery operations from Hurricane Wilma, including evaluation of damage to Fire Rescue vehicles and facilities.

- Coordination with local, state, and federal agencies continued for assistance with temporary housing, sheltering, and financial disaster aid.
- Received the county's first medium duty ambulance, a 2005 Sterling/MedicMaster, and it is being readied for deployment to Fire Station 9 (Big Coppitt)

PUBLIC WORKS

- Completed preliminary Hurricane Wilma clean up in order to re-open all County buildings on October 31st.
- Continue w/Hurricane Wilma clean up and many various repairs.
- Started and continue w/FEMA trailer hookups for County employees.
- Started ordering vehicles totaled by Hurricane Wilma.
- Started FY06 vehicle replacement plan purchases.
- Ordered Vactor truck for drainage system cleaning.

ENGINEERING

- Freeman Justice Center – On going with new Architect (Currie, Seward and Aguila Architects). The structural engineer (Pistorino and Alam) will continue to work on the project with the County. The electrical, plumbing, and mechanical engineer (Franyie) has stated they will not continue on the project. The Contractor is working on the 2nd story columns and shear walls.
- North Key Largo Fire Station – The contract has been executed and a Notice to Proceed was issued effective Nov. 7th '05. Permit has been issued. Demolition of the existing building has started.
- Medical Examiner's Office – Permit has been issued, contractor to provide insurance policies and proposal for environmental mitigation. The issues with the bond and builders risk appear to be resolved and the contractor is planning to have the proper documents to F.D. by Dec.19th in anticipation of a construction start on Jan. 5th '06.
- Key West Airport Terminal – The GC-CMAR has been selected and work on the Drawings is continuing.
- Big Pine Fire Station – The Architect has completed the Drawings and technical specifications. They will be review and corrections made. F.D. will generate the

FEDs at which point the project can go to permitting and out to bid. Access to the Senior Center (during construction) located behind the Fire Station appears to have been resolved.

- Big Pine Key Park Demolition – The Tech. Specs. Are being reviewed. The project could go out to bid as part of the complete project or on its own in Jan.
- Upper Keys Gov. Center – The Schematics are complete and the GC-CMAR has been selected. The DDs are being produced. PSI has generated a Geo Tech Report and a Perk Test.
- Tavernier Fire Station – The Contractor has terminated the contract. Legal is pursuing a remedy which could involve going after the Contractor's bond. The second place bidder (Pino Kaoba and Asso.) has been contacted to see if they are interested in taking on the project. At this time they have not responded to the request of an interest in the job.
- Public Works Facility Rockland Key – The “Project Program” is being revised to incorporate changes that may be put into the project.
- Hurricane Wilma Debris Removal – Final pickup scheduled to begin December 12, 2005. As of November 29, 2005, 288,000 CY of debris has been picked up.
- Big Coppitt Park – Is ready to go out to bid. Needs to be routed and sent to DemandStar.
- Key Largo Skate Park – Work is underway. Equipment to be delivered to site in December.
- Big Pine Key X Roadway Improvements – Contract executed, notice to proceed with construction commencing shortly thereafter.
- Duck Key Recreational Pathway – Plans complete. Project manual 95% complete.

TECHNICAL SERVICES

- Met with staff to install SAN device which will be done on Dec 15-16.
- Met with Nextel to do upgrade on i60 phones which are out dated, upgrade will be done on 101 phones this month. Nextel will replace these phones for free.
- Nextel will install more generators in the Keys to prevent some of the problems we were having during hurricanes.
- Hired Jetton Williams for Multimedia position replacing Matthew Wilts.

- Systems Analyst position for Marathon is still open.
- Ken Perryman- Network Administrator resigned, job is posted.
- Staff is installing the new 100 computers under the Technology Plan, should have all of them install by the end of January 2006.

BUDGET & FINANCE

- Finalized & mailed to State of Florida **TRIM** Truth in Millage Package for Fiscal Year 2006. Received Truth in Millage Certification from state that county is in compliance with requirements of Florida Statute 200.065 and 200.068.
- Prepared reconciliation and compilation of (5) years of financial information regarding historical trend analysis of Key West airport revenues and expenditures analyzing the airports ability to generate sufficient revenues to cover debt service on the new terminal Bonds. This was initiated by a letter from Newton & Associates dated October 6, 2005 requesting the financial data be consistent with the audited financial statements. Meeting cancelled due to Hurricane WILMA and rescheduled for December 22, 2005 1:00 p.m.
- Contacted and arranged for Adjusters International Disaster Recovery Services personnel to arrive in Key West immediately after WILMA. Began with preliminary damage estimates. AI is currently finishing writing the project worksheets for KATRINA and RITA. Assisted in preparation of the necessary back-up documentation for payment of Debris removal invoices generated so far for Hurricane DENNIS by DRC.
- Responded with Judy Steel to the letter from the Clerk's office requesting clarification of DRC invoices for Hurricane Dennis and provided solutions to the questions/issues raised which should expedite payment of debris removal invoices for the other Hurricanes that hit the county.
- Assisted in drafting required information addendum to leases with employees for temporary housing. Contracted with Lazy Days trailers for 40 trailers initially. A project worksheet prepared by Jim Harris, project officer, FEMA totaling \$989,000 is currently obligated on the FEMA public assistance website.
- County Designee of the Emergency Bridge Loan Program sponsored by the South Florida Regional Planning Council. A short-term, interest free loan program for businesses within Monroe County that are experiencing difficulty surviving or re-starting as a result of Hurricane WILMA. The loans range from \$1,000 to \$25,000 for terms of 90 and 180 days. \$1,000,000 has been designated for Monroe County businesses that sustained physical damages as a result of WILMA. Four local banks,

Orion, TIB, First State and Keys Federal Credit Union have assisted in processing and approving these loans. To date we have held three committee meetings and have approved 52 loans totaling \$683,000.

- Received Draft Cost allocation plan from the County's consultant KPMG, and have received comments and concerns from Clerk's Finance department. Currently in process of answering these concerns and finalizing the plan which has been updated to reflect more current cost pools and receiving pools contained in the plan. The allocation bases used by the consultants are more reflective of the material and labor charges per department for multi-occupant buildings by square footage occupied.
- Emergency Communications is slated to become part of the Sheriff as such we have analyzed questions from the Sheriff related to the 05 budget 05 \$338,000 which was a transfer from Interagency communications during fiscal 05' via BOCC resolution. This was not re-budgeted for FY 2006.
- IAFF Contract with the firefighters required additional analysis of budgeted salaries outlined in the step plan. The original step plan negotiated over a year ago did not include an annual 3% COLA in addition to the step raise. The firefighter's personal services budget for fiscal year 2006 will suffice to include revised step plan.
- As a result of various public safety vehicle needs in the county there have been some projects shifted from the 2003 Infrastructure Sales Tax Bonds proceeds fund to the One cent Sales Tax Infrastructure fund, and vice versa. Bond Counsel has advised these transfers are allowable under both the terms of the Infrastructure Sales Tax Bond Resolution, and the Ordinance which extended collection of the Sales Tax through 2018. The BOCC need to formally approve the Capital plan changes, and needs to amend Appendix A to the Bond Resolution which lists the initially contemplated projects or simply approve of a consent agenda item explaining the transfers.
- **(Further Clarification from Steve Miller Needed)**

- **Projects transferred from 307 to 304**

1. Big Pine Key Fire/EMS CS0301	\$ 2,000,000
2. Conch Key Fire/EMS CS0302	\$ 1,450,000
3. Tavernier Fire CS0305	\$ 450,000
4. Helicopters (2)	\$ 3,500,000
Total to 304	\$ 7,400,000

- **Projects transferred from 304 to 307**

1. New Judicial Building CG9813	\$ 8,000,000
Total to 307	\$ 8,000,000

- As a result of the referendum election which took place on October 4, 2005 and approved by voters, the Key Largo Fire Rescue and Emergency Medical Services district, an independent special district was created. Our office prepared 5 years of audited financial information for the members of the new district which was presented at the November 29, 2005 transition team meeting. An invoice for \$100,000.00 as per the inter-local has been generated and forwarded to our office and will be paid upon approval of the resolution creating the budget for the advance.
- A member of our Grants department attended the 3 day Sterling Core team training class.
- The LOSAP Length of Service Award Plan is currently administered by the Monroe County Board of County Commissioners as per ordinance 026-1999. They have designated Fire Chief Clark Martin on their behalf. Ordinance 026-1999 specifically excludes the Clerk from any administrative duties or obligations with respect to the plan other than the establishment of a Trust fund for Contributions. As a result, Emergency services has received at least (2) memos from the Clerk's Finance department commenting on the actuarial report, and requesting an investment policy be drafted to so as to increase the rates of return needed to maintain the interest assumption of 5%. In addition it has come to our attention the actuary Mouton & company does not maintain an errors and omissions policy, which is required of our vendors. There is also some question as to whether or not the plan is defined benefit plan. PFM has been contacted and there is a conference call scheduled for December 20, 2005 to address the problems noted.